

## SAN JOAQUIN COUNTY

JOB CODE: RH0222-1008-01

## EMERGENCY MEDICAL SERVICES



### Compensation

San Joaquin County offers competitive wages and a strong benefit package which include the following:

Annual Base Salary:

\$59,322- \$72,093

Effective 7/6/09 2.5%-4% COLA

Effective 7/5/10 2.5%-4% COLA

### Benefits

- ◆ 1937 Act retirement plan
- ◆ Health, Dental, Vision Insurance
- ◆ Merit Salary Increase
- ◆ 12 days sick leave annually with unlimited accumulation
- ◆ 10 days of vacation leave (15 days after 3 years; 20 days after 10 years, and 23 days after 20 years)
- ◆ 10 days administrative leave per year
- ◆ 14 holidays per year

*San Joaquin County is an Equal Opportunity Employer*

## Emergency Medical Services Analyst

The San Joaquin County Emergency Medical Services Agency is seeking an experienced professional to provide analytical support by reviewing the enforcement of applicable County ordinances and contracts, and the monitoring of contract and policy compliance for the Emergency Medical Services Agency.

### Typical duties include

Analyzes emergency medical systems information, data and reports to determine compliance with local and state regulations and ordinances; ensures compliance with county ordinances, contracts and other relevant policies related to emergency medical services and pre-hospital care systems.

Researches and analyzes applicable laws, policies, and other regulatory requirements and changes; participates in the development and implementation of policies and procedures for ambulance services and other pre-hospital care provider organizations.

Assists with the drafting of contracts for public and private agencies and providers, including ambulance companies, hospitals, physicians, and other provider agencies.

Processes applications for emergency and non-emergency ambulance service permits; ensures accuracy of information and makes recommendations for approval of permit applications.

Monitors performance, staff and records of ambulance providers; identifies violations of regulatory compliance; investigates reported violations of contracts and protocols by providers; makes corrective action recommendations to the Emergency Medical Services Administrator, including fines and other penalties.

Assists with system-wide quality improvement; reviews proposed changes by emergency medical service providers, including deployment plans and staffing levels; makes recommendations for improvement of services; participates in the development and updating of the emergency medical services plans.

Compiles, analyzes, and prepares a variety of statistical and analytical reports to meet standards and/or regulations; prepares general correspondence; maintains data and records.

Acts as liaison for the County to ambulance and pre-hospital provider agencies and to various committees, attends meetings and provides staff assistance, as directed; may disseminate information to the public; may speak before groups.

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## EMERGENCY MEDICAL SERVICES ANALYST



### **MINIMUM QUALIFICATIONS**

**Education:** Graduation from an accredited four-year college or university with a major preferably in health care administration, public health, public administration, business administration, emergency management, public safety or a closely related field.

**Experience:** Two years of administrative analytical work requiring analysis and interpretation of data, rules and regulations in an emergency services, emergency medical services, public health, or public safety setting.

**Substitution #1:** A master's degree in health care administration, public health, business administration, emergency management, public safety or a closely related field from an accredited college or university may be substituted for the one year of experience.

**Substitution #2:** Additional qualifying experience can substitute for the education on a year-for-year basis up to two years.

**License:** Possession of a valid California driver's license.

### **Emergency Medical Services Agency About the Department**

The Board of Supervisors created the San Joaquin County EMS Agency under authority of the California EMS Act to plan, implement, and evaluate the emergency medical services system, consisting of an organized pattern of readiness and response services based on public and private agreements and operational procedures.

The EMS Agency provides medical control of the EMS system and serves as the lead on all Continuous Quality Improvement (CQI) activities throughout the EMS system. The EMS Agency approves dispatch, provider and hospital CQI programs, leading peer-to-peer CQI activities, manages individual and provider performance improvement plans and investigates citizen complaints, unusual occurrences, and EMS personnel formal investigations.

The EMS Agency maintains an on-call EMS Duty Officer 24 hours a day/ seven days a week to respond to mutual aid requests; coordinate disaster medical operations and to assist hospitals and providers in managing the EMS system. The on-call EMS Duty Officer also serves as the medical health operational area coordinator designee under the direction of the EMS Administrator.

### **Mission Statement**

*The San Joaquin County EMS Agency's mission is to ensure the efficient and effective delivery of emergency medical services and disaster response for the citizens and visitors of San Joaquin County.*

To learn more about San Joaquin County Emergency Medical Services Agency, visit:  
[www.sjgov.org/ems](http://www.sjgov.org/ems)

### **APPLICATION SUBMITTAL AND SELECTION PROCEDURES**

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to Supplemental Questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division by 5:00pm on November 7, 2008. Applications materials may be obtained from and submitted to:

**San Joaquin County Human Resources**  
24 S. Hunter Street., Room 106  
Stockton, CA 95202  
Tel: 209.468.3370  
Fax: 209.468.0508

Or apply on-line at: [www.sjgov.org/hr](http://www.sjgov.org/hr)

All Application materials will be reviewed and to determine if candidates possess the minimum qualifications required for the position. All qualified applicants will be invited to participate in an oral examination which may include a practical or writing exercise. Those who successfully pass the examination will be placed on an eligible list. The top three ranks will be referred to Emergency Medical Services for the hiring interview. For selection procedures, please visit:  
[www.sjgov.org/hr](http://www.sjgov.org/hr)



### SUPPLEMENTAL QUESTIONS

**Please submit responses to the following questions along with your employment application to the San Joaquin County Human Resources Division. When answering descriptions of your experience, please include name of employer, dates of employment, and your job title. The answers to this questionnaire will be used to demonstrate your qualifications for the position.**

Please answer the following questions:

Did you graduate from an accredited four-year college or university?

Yes\_\_\_\_ NO\_\_\_\_

Indicate major:\_\_\_\_\_

Do you possess a Master's Degree from an accredited college or university? Yes\_\_\_\_No\_\_\_\_

Indicate major:\_\_\_\_\_

Please describe your administrative analytical experience requiring analysis and interpretation of data, rules and regulations in an emergency services, emergency medical services, public health, or public safety setting.